

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
to be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

327

PAGE  
NO. 1.

1. Requesting Agency

BOARD OF NATURAL RESOURCES

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. MINUTES

Size: 8½" x 11"

Dates: 1941 - -

Quantity: Record set: 3 cubic feet

File Arrangement: Chronological

Annual Accumulation: Less than ¼ cubic foot

Index: Looseleaf (1941-1950)

The Minutes record actions and policy decisions of the Board of Natural Resources relating to the coordination of the activities of the various conservation departments under its supervision. The record set of minutes is maintained in looseleaf notebooks; duplicate copies, retained for distribution purposes, are filed in envelopes. The record set contains, in addition to minutes, statements or reports from departments operating under the Board, annual reports (typewritten), and meeting agendas. Earlier minutes are original typescripts, while later minutes are in mimeographed form. The recommendation below applies only to the record set. The duplicate copies may be considered non-record in accordance with the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed at the discretion of the Board.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Win. H. Bayless

Signature

Executive Secretary

Title

April 30, 1958

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

Date

Archivist

Maurice S. Orsloff

Date

Secretary

J. H. H. H.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><b><u>SECRETARY'S SUBJECT FILE</u></b></p> <p>Size: 8½" x 14" Dates: 1941 - - Quantity: 1 drawer (2 cubic feet) File Arrangement: Alphabetical by subject Annual Accumulation: Less than ¼ cubic foot Disposable Amount: 1 cubic foot (est.)</p> <p>This is a reference and information file maintained by the Secretary which contains data used in the preparation of the budget, annual reports, studies, and Board publications. The subject materials contained in the file pertain to all phases of conservation administration, conservation laws and projects, and other routine matters with which the Secretary is concerned. These materials include correspondence, workpapers, statistical charts, mimeographed reports or studies, maps, and collected publications.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY FIELD NOTES AND PHOTOGRAPHS OF STATE BOUNDARY MONUMENTS AND ALL MATERIAL RELATING TO STATE CONSERVATION PROJECTS AND LAWS. RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.</p>	
3.	<p><b><u>GENERAL FILE</u></b></p> <p>Size: 8½" x 14" Dates: 1941 - - Quantity: 7 drawers (14 cubic feet) File Arrangement: By year and alphabetical by name therein Annual Accumulation: 1 cubic foot Disposable Amount: 5 cubic feet (est.) Audit: State</p> <p>The General File is the Board's operating file, consisting largely of correspondence with individuals, other State agencies, associations, companies, and the Federal government. The file is concerned with general conservation activities and projects, the dissemination of conservation information and publications, State boundary maintenance and restoration, and fiscal administration. Fiscal records, although included in this file, are described separately in this schedule as Accounting Records (Item 4).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY ALL MATERIAL RELATING TO STATE CONSERVATION PROJECTS OR PROGRAMS AND ALL RECORDS CONCERNED WITH STATE BOUNDARY MAINTENANCE OR RESTORATIONS. RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS JUN 10 1958 <i>[Signature]</i></p>

APPROVED  
HALL OF RECORDS COMMISSION

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4.	<p><b><u>ACCOUNTING RECORDS</u></b></p> <p>Size: 8½" x 11"            Dates: 1941 - -            Quantity: Included in General File (Item 3)            File Arrangement: By type of record and chronological therein            Annual Accumulation: Included in General File (Item 3)            Disposable Amount: Included in General File (Item 3)</p> <p>This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry, the Revolving Fund Journal and the General Ledger. The final books of entry are to be retained permanently. Specifically these supporting records are:</p> <p style="text-align: center;">Comptroller of the Treasury</p> <p><u>Form No.</u></p> <table border="0"> <tr> <td>P-1-3</td> <td>Memorandum of Adjustment</td> </tr> <tr> <td>E-1 and E-½</td> <td>Distribution of Charges</td> </tr> <tr> <td>DD-1</td> <td>Transmittal</td> </tr> <tr> <td>R-2 (formerly MR-2)</td> <td>Certificate of Deposit and Bank Deposit Slip</td> </tr> <tr> <td></td> <td>Monthly Report of State Funds Collected and Deposited</td> </tr> <tr> <td></td> <td>Distribution of Unexpended and Obligated Balances</td> </tr> <tr> <td></td> <td>Monthly Statement of Balances</td> </tr> </table> <p style="text-align: center;">Purchasing Bureau (Department of Budget and Procurement)</p> <table border="0"> <tr> <td>1-A</td> <td>Requisition for Supplies</td> </tr> <tr> <td>47-A</td> <td>Purchase Order</td> </tr> <tr> <td>100-16</td> <td>Out-of-Schedule Requisition for Supplies</td> </tr> <tr> <td>39-A and 40-A</td> <td>Stores Requisition</td> </tr> <tr> <td>CF-2</td> <td>Copy of Contract Awarded</td> </tr> <tr> <td>CF-1</td> <td>Capital Fund Requisition for Equipment</td> </tr> <tr> <td>100/24</td> <td>Actual Emergency and Repairs Report</td> </tr> <tr> <td>27-A</td> <td>Copy of Contract Awarded</td> </tr> <tr> <td>CF-3</td> <td>Copy of Contract Awarded</td> </tr> <tr> <td></td> <td>Delivery Invoice</td> </tr> <tr> <td>26-A</td> <td>Notice of Award of Contract</td> </tr> <tr> <td>52</td> <td>Credit Memorandum</td> </tr> <tr> <td>51</td> <td>Report of Partial Delivery</td> </tr> </table>	P-1-3	Memorandum of Adjustment	E-1 and E-½	Distribution of Charges	DD-1	Transmittal	R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip		Monthly Report of State Funds Collected and Deposited		Distribution of Unexpended and Obligated Balances		Monthly Statement of Balances	1-A	Requisition for Supplies	47-A	Purchase Order	100-16	Out-of-Schedule Requisition for Supplies	39-A and 40-A	Stores Requisition	CF-2	Copy of Contract Awarded	CF-1	Capital Fund Requisition for Equipment	100/24	Actual Emergency and Repairs Report	27-A	Copy of Contract Awarded	CF-3	Copy of Contract Awarded		Delivery Invoice	26-A	Notice of Award of Contract	52	Credit Memorandum	51	Report of Partial Delivery	<p style="text-align: center; writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>APPROVED BY JUN 1 1957 S. J. STANLEY</p> </div>
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**Budget Bureau (Department of Budget and Procurement )**

BB-1 (Rev.) Formerly BB-1 and BB-2  
Budget Schedule Amendment Sheet

B.P. Inv. R101 Report of Fixed Assets (annual)

B.P. Inv. R102 Report of Materials and Supplies (annual)

B.P. Inv. 6 Materials and Supplies Physical Inventory  
(annual)

Budget Forms,  
Nos. 1 thru 11 Budget Estimates Fiscal Year

BB-40 Request for Position Action  
Others

Vendors' Invoices  
Receipt Books  
Invoices - Revolving Fund  
Bank Deposit slips  
Bank Statements  
Bank Deposit Receipts  
Check Stub Books  
Canceled Checks  
Annual Statements - Revolving Fund

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED,  
WHICHEVER IS LATER, AND THEN DESTROY.

5. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL  
RECORDS RETENTION SCHEDULE.

**PAYROLL (Prior to July 1, 1953).** The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL JOURNAL -** The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS -** The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

**PAY WARRANTS -** The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

**RECEIVING WARRANTS -** The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed.

APPROVED  
HALL OF RECORDS COMMISSION

CONFIDENTIAL  
PUBLIC

QUEST FOR RECORDS RETENTION SCHEDULE  
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	<p>(General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>TRANSMITTAL FORM E -1 or E-<math>\frac{1}{2}</math> (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>6. <u>MASTER AUTHORIZATION</u></p> <p>This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.</p> <p>RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>7. <u>LEAVE RECORDS</u></p> <p>This file includes the following records:</p> <p>Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee</p> <p>Leave applications</p> <p>Doctors' certificates</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <div data-bbox="660 1489 1288 1915" style="text-align: center;"> <p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>1955</p> <p><i>[Signature]</i> SECRETARY</p> </div>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>